



United States Department of the Interior

FISH AND WILDLIFE SERVICE

Mountain-Prairie Region

IN REPLY REFER TO:

BA/PM

Mailstop 60 182

MAILING ADDRESS:

Post Office Box 25486

Denver Federal Center

Denver, Colorado 80225-0486

STREET LOCATION:

134 Union Blvd.

Lakewood, Colorado 80228-1807

Memorandum

To: Region 6 Separating Employees

From: James R. Hyde
Personnel Officer, Region 6

Subject: Separation Processing Forms

At this time, I would like to take the opportunity to thank you for your efforts and contributions as an employee for the Fish and Wildlife Service, Region 6.

Please complete the attached Exit Survey form. The Exit Survey Form is not mandatory, however it will be used in an effort to evaluate the effectiveness of current family friendly and work/life initiatives. Our Agency and Region is committed to hiring and retaining quality employees. For that reason, the statistical data offered by separating employees addressing their overall impressions of their duty station, organization functions, management, benefits, promotional opportunities, and training opportunities may help in developing future improvements and lead to increased retention of quality employees.

Unless you indicate that the information you provide may be seen by your supervisor, the information will be reviewed only by Human Resources staff. Concerns or suggestions from all separating employees will be summarized and presented to management for possible improvement of overall work-life satisfaction for Regional employees.

Completion of the attached Exit Clearance Form is mandatory for all employees who are permanently leaving the U.S. Fish and Wildlife Service, Region 6. It is important for separating employees to use the Exit Clearance Form and clear each item listed on the form with the appropriate official. Failure to do so, could result in their final paycheck being delayed or stopped. Supervisors and separating employees should work together to ensure that all action items are addressed.

The Benefits Information Sheet contains useful information for separating employees on topics such as health benefits, sick and annual leave, retirement, and thrift accounts.

This memorandum, the Exit Survey Form, the Exit Clearance Form, and the Benefits Information Sheet are available on the Region 6 Personnel Home Page.

U.S. Fish and Wildlife Service
Exit Survey Form

Name _____ Date _____
Position Title _____ Series _____ Grade _____

Type of Appointment: Permanent _____ Temporary/Seasonal _____ Other _____

We appreciate your candid and honest feedback on this questionnaire. It will be used by Human Resources to develop and suggest changes that will improve working conditions and overall work satisfaction. If you prefer to give an oral response, please contact an Employee Relations Specialist in the Personnel office at the following number, 303-236-5414. After completion, please forward this form to the Personnel Office.

This form will be seen only by Human Resources staff unless you elect to have the form seen by your supervisor. Check the appropriate choice below:

I do _____ I do not _____ want my supervisor to review this form.

1. The reason(s) I am leaving:

- _____ Transferring to another FWS job
- _____ Transferring to another Government Agency
- _____ Accepting a position in the private sector
- _____ Retiring
- _____ Appointment Expired
- _____ Lack of promotion potential
- _____ Seeking higher pay
- _____ Seeking better benefits
- _____ To further my education
- _____ Illness, health reasons
- _____ Working conditions/safety
- _____ Lack of management support
- _____ Personal Reasons
- O t h e r

Please elaborate on your reason(s) checked above _____

2. Please rate the position and duty location you are leaving (circle your choice)

A. Quality of Supervision received	Poor	Fair	Good	Excellent
B. Cooperation between managers/employees	Poor	Fair	Good	Excellent
C. Work-group morale	Poor	Fair	Good	Excellent
D. Working conditions	Poor	Fair	Good	Excellent
E. Advancement Opportunities	Poor	Fair	Good	Excellent
F. Training Opportunities	Poor	Fair	Good	Excellent
G. Pay	Poor	Fair	Good	Excellent
H. Overall Experience	Poor	Fair	Good	Excellent

3. Could your leaving have been prevented _____yes _____no

Explain _____

4. Would you consider working for Fish and Wildlife Service, Region 6 **again?** ____yes no

5. Length of time you worked in your program or resource area: _____

6. What did you like best about your position: _____

7. What did you like least about your position: _____

8. If you are leaving the geographic area, why: _____

9. What suggestions do you have that would make a positive change to your position or office: _____

10. What benefits or work/life initiatives would enhance your work experience: _____

11. Other comments or feedback: _____

Thank you for taking the time to complete this questionnaire. It will help us to identify areas where we may be able to make improvements or changes. Please mail this form to:

U.S. Fish and Wildlife Service
Attn: Personnel
134 Union Boulevard
Lakewood, Co. 80228

U.S. Fish and Wildlife Service Employee Exit Clearance Form

A. GENERAL INFORMATION

Service employees are required to clear with each listed office upon separation, resignation, retirement or transfer. All accountable items issued to employees must be returned or accounted for. Authorized **officials** receiving returned items or clearing the employee must sign and date each line item as clearance is approved (note N/A if item is not applicable). Items need not be cleared in the order shown, however, items 1 - 9 must be accomplished before final clearance through the Finance Office. FAILURE TO COMPLETE THE CLEARANCE FORM WILL RESULT I-N YOUR FINAL PAYCHECK BEING STOPPED OR DELAYED.

Employee's Name: _____ SSN: _ _ - _ - _ - _ - _

Office and Location: _____

Reason for leaving (Indicate transfer, resignation, etc.)

B. CLEARANCE ACTION

The following items have been returned or accounted for, or other appropriate action has been taken.

	Authorized Official	Date
1. SF-52, Request for Personnel Action (Part IV completed by employee), forwarded to Personnel office or Admin. Office as required.		
2. Final Time and Attendance (T&A) card prepared. Check for any Advanced Leave.		
3. OF-55, Employee I.D. Card		
4. Keys (Office/Building Keys and Pass Cards)		
5. Property/Supply (accountable or Custodial Officer signature Only) A. Personal Property / Equipment B. Parking Permits, Warrants C. DI-105 (Property Form) Completed D. FTS 2000 Calling Card		

6. User Profiles (IBM/Personnel) A. User Profiles / IRM B. User Profiles / FPPS C. User Profiles / FFS		
7. Supervisor A. A Personnel Action (SF-52) Prepared B. Benefits Checklist/Forms given to employee C. Exit Interview		
8. Special Items (Passports, LE Credentials)		
9. Finance Office A. Imprest Fund B. Travel Debts C. Credit Card Debts D. Govt. Credit/Charge Cards (AmEx) E. Other (Explain under remarks below)		

C. CERTIFICATION OF COMPLETION OF EXIT CLEARANCE FORM

I certify that all government property and permits have been accounted for and, unless otherwise shown, no amount is due the government **from** me.

Employee's Signature

Date

I certify that the employee has completed the exit clearance process at the field/Regional level.

Supervisor's Signature

Date

REMARKS: Use this space to make comments and instructions for distribution of last salary check, e.g., mailing address, telephone number or name of person authorized to pick up check, etc.

I certify that the employee has completed the exit clearance process except as noted above.

Budget and Finance **Officer**

Date

- Copies:
1. Payroll (Original)
 2. Employee (Copy)

Benefits Information for Separating Employees

1. **Sick Leave:** If you have any sick leave to your credit at the time of your separation, the amount will be re-credited to you if you re-enter Government service on or after December 2, 1994.
2. **Annual Leave:** You will be paid a lump sum for any unused annual leave you have accrued. Checks for lump sum annual leave normally are issued two pay periods after separation.
3. **Retirement:** Retirement annuities or refunds under the Civil Service Retirement System (CSRS) or the Federal Employee's Retirement System (FERS) are not automatically paid either to you or to your estate; an application must be filed with the Office of Personnel Management (OPM) before any payment can be made. You can apply for an annuity, if you meet the appropriate eligibility requirements, or you can apply for a refund. Carefully review the options available to you for the retirement plan under which you are covered (CSRS or FERS).
 - A. If you have less than 5 years of civilian service and do not contemplate returning to Federal employment, there is no advantage in leaving your contributions in the retirement fund. Therefore, you may wish to make application for refund. If you are covered under CSRS, you must complete OPM Form 1425, Application for Refund of Retirement Deductions, or Standard Form (SF) 3 106, Application for Refund of Retirement Deductions, if you are covered under FERS.
 - B. If you have more than 5 years of civilian service, you are eligible to receive a deferred annuity commencing at age 62. For many employees - particularly those with long periods of service or near retirement age - it is better to wait for a deferred annuity instead of taking an immediate refund of retirement deductions. For employees with less than 5 years of civilian service, and employees who aren't near retirement age, it may be financially advantageous to take the refund. Careful consideration should be given before a refund is requested. However, if you prefer a refund, you can withdraw your contributions by completing OPM Form 1425, Application for Refund of Retirement Deductions, if you are covered under CSRS, or SF 3 106, Application for Refund of Retirement Deductions, if you are covered under FERS.
 - C. If you do not request a refund of retirement deductions and later reenter Federal Government Service, your retirement credit will remain intact and you will avoid having to make a redeposit to receive credit for the service. For individuals under CSRS, if you make a withdrawal and later return to the Federal Government, a redeposit of the amount you receive, plus interest compounded annually to date of repayment, must be made or you will receive no credit for that period of service in computing your annuity. For individuals under FERS, the law does not provide for making a redeposit; therefore, those years of service are lost.

D. You have several options available to you under your Thrift Savings Plan (TSP) account when you separate. You can request a TSP Withdrawal Package be sent to you by calling the **Regional Personnel** Office at (303) 236-5414 extension 256. The Withdrawal Package describes your TSP withdrawal options and the procedures for withdrawing your account. Included in the package is a copy of the notice "Important Tax Information About Payments From Your TSP Account."

4. Reinstatement Eligibility: All career employees and veterans employed under a career or career-conditional appointment, have lifetime reinstatement eligibility to any position for which they qualify. Non-veteran career-conditional employees have reinstatement eligibility for 3 years from the date of separation.

5. Life Insurance: If you are presently covered by Federal Employee's Group Life Insurance, you can convert to an individual policy. Use SF-28 19 Notice of Conversion Privilege within 31 days after separation to apply for conversion to a private policy. This form will be given to you at the time of your separation.

6. Health Benefits: If you are presently enrolled under the Federal Employees' Health Benefits Program, you may temporarily continue your health benefits coverage by converting to a non-group contract with your carrier or any other federal health plan. You must apply within 60 days of your separation to convert to a non-group contract. Form SF-28 10, Notice of Change in Health Benefits will be sent to you, if applicable, from the Personnel Office. Contact the Regional Personnel Office at (303) 236-5414, extension 256 for complete details on the application process.

7. Notification of Personnel Action (SF-SO): The SF-50 will be mailed to you after your separation. You should retain it in case you apply for Federal employment in the future.

8. Notice To Employee about Unemployment Compensation (SF-8): The SF-8 must be presented to your State Unemployment Office along with a copy of your SF-50. The State Office determines your eligibility to receive unemployment benefits.